

## Court Clerk II

### 15<sup>th</sup> Judicial District Court

### Ann Arbor, Michigan

The 15<sup>th</sup> Judicial District Court, located in Ann Arbor, Michigan, seeks qualified applicants for the position of Court Clerk II to be assigned to the Case Management Office. This is a full-time permanent non-exempt position.

All Court employees are “at-will employees” who are employed at the pleasure of the Chief Judge.

Typical working hours for this position occur during the Court’s regular business hours, which are Monday through Friday, 8:00 a.m. – 5:00 p.m. EST.

**Job Summary:** Under the limited supervision of a higher classified employee, performs intermediate level clerical work of some complexity and variety requiring independent judgment and decision-making based upon knowledge of Court procedures, policies, practices and Michigan Court Rules.

#### **Examples of Duties:**

1. Responds to inquiries at the service counter or by telephone regarding cases;
2. Assists the public, City of Ann Arbor and other governmental entities and outside agencies with questions and filings; also assists with the resolution of problems and non-routine questions by evaluating case histories;
3. Opens, updates and closes case files or ticket files; prepares file folders, assigns case numbers, maintains registers of action, and confirms service of process; reviews forms to ensure correct information and advises parties of errors or omissions; sets dates for Court appearances according to established procedures;
4. Prepares forms, warrants, summons, orders and other legal documents;
5. Updates all required case information into the Judicial Information System (JIS) case management system;
6. Operates and balances cash drawer; accepts, records and receipts payment of fees, fines and costs, cash bonds, and other monetary transactions as required;
7. May function as the Court’s Mail Clerk; opens, sorts, logs, matches documents with ticket files or case files and distributes mail to appropriate Court offices;
8. May function as the Court’s Jury Clerk; performs all activities necessary to summon, direct and compensate jurors; prepares and mails summons, receives, responds to and processes correspondence regarding juror’s terms of service, conducts juror orientation, maintains attendance records and requests payment of jury fees;
9. Files case files, ticket files, forms, cards and other documents both alphabetically and numerically in established filing systems;
10. Locates and retrieves case files, ticket files, forms and other documents from established filing systems;
11. Transports, carries, moves files to and from various locations within the Court;
12. Operates equipment such as: typewriter, PC, fax machine, point of sale terminal, printers, copiers, and shredder;
13. Other relevant duties as assigned by the judges, court administrator, deputy court administrator or clerk supervisors.

**Requirements:** The successful candidate must:

1. Be not less than 18 years of age;
2. Have no felony or misdemeanor offense convictions;
3. Pass a criminal background check and drug test;

4. Pass testing requirements to be a certified LEIN (Law Enforcement Information Network) operator within six (6) months of employment and recertify as applicable;
5. Possesses a high school diploma or GED;
6. Have a minimum of two (2) years office or clerical experience;
7. Be able to understand and follow oral and written instructions;
8. Be able to work independently and to set priorities to meet deadlines;
9. Be able to work well in a team environment;
10. Possess good organizational, filing, verbal and writing skills;
11. Possess strong public speaking skills;
12. Be computer literate, including the ability to use Microsoft Office Suite;
13. Be able to use sound judgment within established procedural guidelines;
14. Be capable of performing all of the work related in this posting.

#### **Physical Requirements:**

The physical tasks described herein are representative of the types of motions, postures and activities that must be performed by an employee to successfully perform the essential duties of this job.

This job typically requires stooping, kneeling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

This job also typically requires the exertion of up to 20 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.

This job also requires the ability to work at a computer keyboard and on the telephone for extended periods of time and the ability to operate standard office equipment requiring continuous or repetitive hand/arm movements.

This job may also require the ability to remain seated most of the time.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

#### **Compensation & Benefits:**

This position is a full-time non-exempt permanent position. The compensation range is \$15.27 per hour to \$21.38 per hour.

In addition to other benefits, health care benefits including dental insurance and vision care insurance are provided at no cost to the employee for single, double or family coverage after a 90-day waiting period. Enhanced health care benefits are also available after a 90-day waiting period and require a monthly employee premium co-payment for single, double or family enhanced benefit coverage.

The Court also offers subsidized monthly parking at a City parking structure.

Interested persons are invited to send an email expressing interest with an attached resume in pdf, doc or docx format to Keith Zeisloft, Court Administrator, at [kxzeisloft@a2gov.org](mailto:kxzeisloft@a2gov.org) not later than 5:00 PM EST on Friday, January 31, 2014. Please put the phrase "Court Clerk II" in the Subject line of your email.

Persons determined to be eligible for this position by the 15th Judicial District Court will be required to provide their date of birth, Social Security number and other personal identification information for background check and Law Enforcement Information Network access purposes. **Do not include your date of birth, Social Security number, photograph or other personal identification information (other than contact information) in your expression of interest or resume.**